UNITED STATES DISTRICT COURT
DISTRICT OF UTAH

Case Management
CM / ECF
Electronic Case Files

CM/ECF SKILLS CHECKLIST

Do you have the skills you'll need to operate the CM/ECF system?

Use this list to determine if you are ready for CM/ECF. If there are any unchecked boxes, then you should seek out appropriate training *before* you sign up for CM/ECF training. We will not issue a login and password for the CM/ECF training database until you are proficient in these basic skills.

☐ I can access the Internet using an Internet Browser such as Internet Explorer or Netscape Navigator from my office computer.

☐ Specifically, when using a Browser, I can do all of the following:
 • Use the *Forward* and *Backward* buttons
 • Set up bookmarks (like the court's website)
 • Click on check boxes using my mouse [or trackball or touchpad]
 • Type in text boxes
 • Download files
 • Print documents
 • Set my home page address
 • Use hyperlinks

☐ I can access the court's website at http://www.utd.uscourts.gov.

☐ I can use a windows-based word processing software package like Corel WordPerfect or Microsoft Word to create documents like motions, proposed orders, and/or other case correspondence.

☐ I can use Adobe Acrobat Reader software to view and scroll through documents downloaded over the Internet as PDF (Portable Document Format) files.

☐ I know how to create, scan and print a document into a PDF format.

☐ I can save a document that I created by naming it and saving it as a file in a computer drive folder or directory, and can later find the file to reopen the document.

☐ I am familiar with the e-mail system in my office and can attach a document to an e-mail message as well as open a document that has been e-mailed to me.